

7 June 1954

In a discussion with [ ] RCS regarding the number to be assigned to the Subject Filing Handbook, Mr. [ ] explained his concept of how the numbering system would be applied to the Records Management Program.

Number

43- This number would be reserved for the Records Management Program.

43-100 - General issues and information regarding the overall Records Management Program.

43-200 Specific issues, information and instructions on Records Creation.

43-300 The same on Records Maintenance.

43-400 The same on Records Storage.

43-500 The same on Records Disposition.

The 43-200, 43-300, 43-400, 43-500 would be general information, etc to the specific, i.e. Creation, Maintenance and Disposition. Succeeding numbers (43-210, 43-220, etc.) would be specific to that category. The number of the Filing Handbook is to be 43-330-1.

The subject of VITAL MATERIALS did not come up but it is suggested that it be given a separate series of numbers.

The possibility of combining Storage and Disposition under one number occurred to me but I made no comment since this is [ ] and [ ] area.

[ ] asked to be advised as to whether [ ] approved of this system. He said a verbal informal notification would be sufficient.

43-200 creation  
210 forms

220  
230

240 Report  
250

260

270 - 1

280 - Cones

TRANSMITTAL SLIP		
7 June (Date)		
TO:		
BUILDING	ROOM NO.	
REMARKS: I believe the Branch Chiefs should agree on a general set of numbers and we should advise RCS of this.		
FROM:		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8  
SEP 1946

16-65268-1 GPO

STAT

STAT



*Please note.*

*Inv.*